

## 2009 Schedule for Grant Writing Workshop Series

This three-day series provides an introduction to grantsmanship, from seeking grant announcements to preparing a complete, effective grant proposal.

### 2009 Workshop Dates

February 11, 12, 13  
May 6, 7, 8  
September 9, 10, 11

### Deadline to register

January 28  
April 22  
August 26

### Agenda

- Session 1: Understanding the Grants Process, Program Planning, and Finding Funders
- Session 2: Assessing the Needs, Exploring the Problem, Conducting Research, and Writing the Needs Statement
- Session 3: Preparing Grant Budgets (Within Federal and State Guidelines)
- Session 4: Comprehending a Grant Announcement, Reviewing the RFP, and Organizing the Work Plan
- Session 5: Creating an Effective Project Description, Including Goals, Objectives, Strategies, Management, Evaluation, and Sustainability
- Session 6: Adding Supplementary Materials and Creating Other Grant-related Documents

Dr. Gail Widner, manager of the Grants Program, will conduct each session. She has participated in training sessions conducted by The Foundation Center, The Grantsmanship Center, and Management Concepts.

### Registration Directions and Important Information

Certified educators currently employed in public schools/districts may earn one (1) recertification/renewal credit hour by attending all parts of each session and taking both the pre-test and the post-test.

Participants will receive course materials at the beginning of each session. No meals, beverages, or snacks will be provided (you may bring your own). The lunch break each day will be one hour.

Each three-day series costs \$95 (non-refundable) per participant. **Registration and payment must be received in the Office of Innovation by 5:00 p.m. on the deadline).** If registration forms are received without payment attached, they will NOT be processed. Late registration (\$125 per participant) is possible if space permits and seats are available. For more information, call 803-734-5810 or e-mail [grants@ed.sc.gov](mailto:grants@ed.sc.gov).

To register, please complete the [registration form](#) and send it with payment to:

Grants Program, Office of Innovation  
South Carolina Department of Education  
1429 Senate Street, Suite 1101  
Columbia, SC 29201

### Course Times and Location

Times: 9:00 a.m.–4:00 p.m. (each day)

Location: South Carolina Department of Education Career Development Center, 8016 Wilson Boulevard, Columbia, South Carolina. Directions to the facilities can be accessed at <http://www.ed.sc.gov/agency/offices/grants/documents/CDCLocationMap.pdf>.